

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
May 11, 2009

1. Director James Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Minutes from March 9, 2009
 - c. Training and Exercise Subcommittee Meeting Minutes
 - d. NIMS Subcommittee Meeting Minutes
 - e. RMAT and ID Subcommittee Joint Meeting Minutes
2. A motion was made to approve the March 9, 2009 minutes. **(Motion: Allen Metheny; Second: Mayor Robert Mooney – Passed Unanimously) (CLOSED)**
3. Director Turner announced Allen Metheny's retirement effective June 1, 2009 and recognized his years of service to the community and the Working Group.
4. Director Turner recommended a change in the agenda to move the Resource Management Asset Tracking (RMAT) presentation to the first order of business. There was no objection to the move.
5. Resource Management and Asset Tracking Presentation: Brianne Jordan, Kevin Switala, and Glen Butler, from GeoDecisions Inc., provided a presentation on the background process involved within the development of the Requirements Document. They obtained project requirements from local and state emergency responders and municipalities through project kickoff session, visioning workshops, interviews, and high level design & requirements development. The current stage of the project involves capturing the details of the full functionality of the system to move to the architecture design and development phase. Future functionalities can be added as required. The following questions were addressed during the presentation:
 - a. Who will be responsible for loading the data in the system? Participating agency representatives will be responsible for loading data into the system and keeping the data current. Discipline administrators will be responsible for managing the system.
 - b. Who will be responsible for loading private sector data into the system? Regarding private sector data, Jim Weldin noted it is gathered per NIMS compliance, and the RMAT Project Manager will assist the Government Administration Discipline in loading private sector data into the system, as needed.
 - c. What are the on-going costs related to the system? Licensing Fees and maintenance cost are foreseeable on-going costs.
 - d. Will RMAT replace Incident Master? RMAT is not replacing Incident Master. In addition, Dave Carpenter commented on the need for various programs to integrate into a single system that acts as a repository of Incident Management information.
 - e. Presently, the RMAT requirements document defines the functionality of the system.

6. Old Business:

a. Communication Interoperability

- 1) Next Generation 800 MHz Enhancement— Jim Cabbage reported the 700 MHz conversion project is moving along as scheduled. **(OPEN)**
- 2) Interoperable Emergency Communications Grant Update— Tony Lee reported a Public Safety Interoperable Communications (PSIC) workshop is being held on May 15, 2009 from 9:00 a.m. to 2:00 p.m. at DEMA. The focus of the Workshop is to update the PSIC communications objectives and review training & exercise communication priorities for the development of the training & exercise objectives. **(OPEN)**

b. Subcommittee Reports

- 1) Equipment Subcommittee (Joe Thomas, Chairman) – No Report
- 2) Vehicle Subcommittee (Dave Roberts, Chairman) – No Report
- 3) Funding Subcommittee (Allen Metheny, Chairman) – No Report
- 4) Training and Exercise Subcommittee (Robert Newnam, Chairman) – The Subcommittee held a meeting on May 6, 2009. Minutes of the meeting were provided to the Working Group. Part one of an Incident Management Team (IMT) drill was held at the Fire School in Dover. The drill was the first of its' kind. Twenty people participated in the six hour drill. The second half of the drill is scheduled for July with a date to be determined. In addition, the League of Local Governments requested \$1,000.00 for room rental at Aetna Fire Hall for a Cyber Security Exercise schedule for June 25, 2009. The Subcommittee approved the request. The Subcommittee hopes to provide quarterly After Action Report Updates. The next meeting is scheduled for June 3, 2009. **(OPEN)**
- 5) NIMS Subcommittee (Jim Cabbage, Chairman) – The Subcommittee held a meeting on April 7, 2009. A suggestion was made to have a member of the Incident Management Team (IMT) serve on the NIMS Subcommittee. The individual would be responsible for updating the committee on IMT status. Ron Hagan, Deputy NIMS Subcommittee Chair, was suggested as a candidate. In addition, copies of the NIMS 2009 Objective were distributed at the Subcommittee meeting. ICS-400 has been implemented for 2009 as the only new objective. A motion was made and approved to present the NIMS/ICS Training Template to the Working Group for approval. The next meeting is schedule for June 9, 2009. **(OPEN)**
- 6) Personnel Identification and Accountability Subcommittee (Dave Carpenter, Chairman) The Credentialing/ID Subcommittee was tasked to create a state-wide database consisting of first responders to include responders' qualifications, to set up badging stations at Emergency Operations Centers to allow first responders to get printed cards in a FIPS-201like format, to set up Mobile Command Vehicles to access the database, read cards, and catalog first responders on scene during an incident. The contract was awarded to Advantech. Advantech developed a system schematic which DEMA has submitted to DTI for approval. Once approved, procurement of equipment and installation of the system will begin. Advantech is scheduled to provide a presentation at the June 8, 2009 Working Group meeting. **(OPEN)**

- 7) Resource Management and Asset Tracking Subcommittee (Mayor Mooney and Allen Metheny, Co-Chairmen) – Allen Metheny updated the group on a joint meeting between the Resource Management and Asset Tracking (RMAT) and Personnel Identification and Accountability (ID) Subcommittees held on April 15, 2009. The purpose of the meeting was to examine the RMAT and ID projects to discover if collaboration was possible, to avoid duplication of effort, and to explore where cost savings are possible. The meeting resulted in the formulation of several questions that were addressed at the joint meeting on May 6, 2009: 1) Find out if the two systems could share hardware and software, reducing cost; 2) Find out if GeoDecisions can build an ID/Credentialing system into RMAT; and 3) Find out if GeoDecisions could demonstrate a working ID system. Since the system could not share hardware and GeoDecisions has not demonstrated a badging system, the decision was made to continue “as-is”--building two separate systems. A meeting between the two Vendors will be scheduled to discover how the systems can interface so that RMAT can pull information from the ID System. **(OPEN)**
- c. Equipment Procurement Process – Tony Lee reported that FY08 funding is available for expenditures. He noted, FY05 will not be extended, and that DEMA planners will continue to work with disciplines to complete projects. FY06 HSGP is scheduled to end June 30, 2009 and an extension request has been submitted. If approved, the extension will be for a six month period. **(OPEN)**
- d. State Preparedness Report (SPR) – Tony Lee reported that Delaware is a participant in the Department of Homeland Security Cost to Capability (C2C) Pilot program. The intent of the program is to implement a standardized method where levels of government can strategically manage a portfolio of grant programs to maximize impact on preparedness. **(OPEN)**

7. New Business

- a. RMAT Motion: A motion was made to approve GeoDecisions moving forward to the next phase of RMAT, contingent on the Subcommittee approval of the Requirements Document to include the integration of MAXIMO and PEPR into RMAT. **(Motion: Allen Metheny; Second: Mayor Robert Mooney – Passed Unanimously) (CLOSED)**
- b. NIMS/ICS Implementation Training Motion: A motion was made to approve the NIMS/ICS Implementation Training Template. **(Motion: Jim Cubbage; Second: Major Allen Metheny – Passed Unanimously) (CLOSED)**
- c. FY2006 Reallocation: A motion was made to approve reallocation of \$16,000.00 from FY2006, SHSP, Investment Four, cost savings to purchase a telescopic mast system for DelDOT's Mobile Incident Management Trailer. **(Motion: Bill Topping; Second: Allen Metheny – Passed Unanimously) (CLOSED)**

- d. Cyber Security Tabletop: Mayor Robert Mooney spoke of the vulnerability of municipal cyber systems. More participation in the Cyber Security training and exercise program sponsored by the Department of Homeland Security is needed. As this program involves local government participation, the Delaware League of Local Governments is serving as a planning partner in this program with DTI. Representatives from the City of Dover, the State government, Dover Air Force Base, Kent County, local school districts, Delaware State University and members of the private sector have been involved in planning the first Table Top Exercise to be held at the Dover Air Force Base on June 9, 2009. The Exercise set-up will consist of 10 tables of 10 players, each discussing response to the scenario as it unfolds-- a Cyber Security attack on the greater Dover community.
- e. **The meeting adjourned at 2:47 p.m.**

5. Next Meeting – June 8, 2009, 1:30 p.m. – DEMA Training Room.



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

1 Attachment: Attendance Roster

Note: All Meeting Handouts are available upon request.

Delaware Homeland Security Terrorism Preparedness Working Group
Meeting Attendance Roster
May 11, 2009

NAME	AGENCY
Voting Members	
James Turner	Chairman
Dallas Wingate	DE National Guard
Mayor Bob Mooney	Delaware League of Local Governments
Jim Cabbage	DE Volunteer Firemen's Association
Absent	Delaware State Police
Bill Topping	Police Chiefs Council Representative
Absent	Council on Police Training
Robert Newnam	DE Fire School
Dave Carpenter	NCC Emergency Management
Allen Metheny	KC Emergency Management
Absent	Wilmington Emergency Management
Richard Short	SC Emergency Management
Scott Koenig	Public Works
Suzanne Raab-Long	DE Healthcare Association
Joe Hughes	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Kevin Sipple	Public Safety Communications
Tim Cooper	Emergency Medical Services
Lisa Wragg	Cyber Security/Information Technology
Absent	Department of Agriculture
Robert George	Citizens Corps
Working Group Members & Guests	
Mayor Carleton Carey Sr	Delaware League of Local Governments
Robert Briggs	Delaware Homeland Security Advisor
Tom Ellis	Department of Justice
Brianne Jordan	GeoDecisions
Kevin Switala	GeoDecisions
Glenn Butler	GeoDesisions
Dwayne Day	DelDOT
James Wright	Delaware Courts
Mike Chionchio	Office of the State Fire Marshal
Dave Mick	Kent County EMS
Jim Weldin	Delaware League of Local Governments
Pat Machle	Delaware Department of Correction
Larry Kibler	Civil Air Patrol
Delaware Emergency Management Agency Staff	
Glenn Gillespie	Deputy Director
Tony Lee	Planning Supervisor
Courtney Emerson	Planner
Will Hayes	Planner
Tom Nesbella	Planner
Neal Mills	NIMS Coordinator